

**UNITED STATES DEPARTMENT OF THE INTERIOR
JUSTIFICATION FOR THE USE OF NONCONTRACT CARRIER**

Name _____ Office _____

Travel Authorization No. _____

A noncontract air carrier was used between _____
and _____ Federal Travel Directory city-pairs based
upon the following justification.

- 1. Space or scheduled flights are not available in time to accomplish the purpose of travel or use of contract service would require the traveler to incur unnecessary overnight lodging costs which would increase the total cost of the trip; or
- 2. The contractor's flight schedule is inconsistent with explicit policies of individual federal departments and agencies, where applicable, to schedule travel during normal working hours; or
- 3. A noncontract carrier offers a lower fare available to the general public, the use of which will result in a lower total trip cost to the government, to include the combined costs of transportation, lodging, meals, and related expenses (including penalty fee a carrier may impose when reservations are canceled or changed).

Note: This exception does not apply if the contract carrier(s) offers a comparable fare and has seats available at the fare or if the lower fare offered by a noncontract carrier is restricted to government and military travelers on official business and may only be purchased with a GTR or Government Diners Club card, E.G., YDG, MDG, ODG, VDG, and similar fares.

Signature of Traveler

Date

Signature of Approving Official

Date